

I. Project Title and Project Purpose Statement

The *Building Healthy Soil, Water and Communities through Youth Stewardship* project is a creative and innovative train-the-trainer model that gives struggling young people a job and a chance to transform the environmental quality of their community.

This two year Project will prepare 20-30 at-risk youth to be community ambassadors, providing training, outreach and support to help their region implement water and soil conservation techniques, increase composting and reduce solid wastes, and restore local wetlands. It will further provide meaningful employment to underserved young people to increase economic stability in a low-income region of South Seattle.

Project Goals include:

- Provide 20-30 at-risk youth with over 1,000 hours of hands-on and classroom training in water and conservation strategies, composting, waste reduction and wetlands restoration
- Educate over 2,000 community members during 600 hours of community outreach, education and environmental activities
- Increase number of residents who are actively composting at home or increasing waste sorting away from landfill
- Increase number of landowners who convert to organic landscape management
- Increase number of residents who adopt water conservation and watershed preservation measures in their homes
- Increase number of residents who increase organic food consumption
- Increase number of residents who reduce use of conventional fertilizers, pesticides and insecticides

The Project will take place in Seattle, WA, 98118, in the Rainier Beach region, a neighborhood that, according to the 2010 U.S. Census, is one of the most diverse communities in the nation.¹ Over 40 languages are spoken here, including Somali, Ethiopian, Eritrean and Spanish. This neighborhood is also one of the poorest regions of Seattle, with 75% of school kids on free or reduced lunch.

This project proposes to address the following environmental statutes:

1. **Clean Water Act, Section 104(b) (3)** – the Project will provide training, demonstration projects and outreach to help communities reduce water pollution.
2. **Solid Waste Disposal Act, Section 8001(a)** – training, demonstration projects, public education programs related to limiting organic material in solid waste disposal

¹ United State Census 2010.

3. **Toxic Substances Control Act, Section 10(a)** – public education, training and demonstration projects on toxic substances such as conventional fertilizers, pesticides, and insecticides.
4. **Federal Insecticide, Fungicide, and Rodenticide Act, Section 20 (a)** – public education, training, demonstration projects on reduction of use of pesticides and increase of integrated pest management.

Seattle Tilth is the non-profit partner submitting this collaborative problem-solving cooperative agreement program. Our project partners with whom we have agreements are Seattle Public Utilities, a public utility; King Conservation District (KCD), a state of Washington conservation agency; and Friends of Rainier Beach Urban Farm and Wetlands (Friends of RBUFW), a non-profit community group. We will work together with these community partners, plus many more schools, community and environmental groups, to address water and soil conservation, and waste and toxin reduction, while building job skills and confidence for young people who can make a real difference in their community.

II. Environmental and/or Public Health information about the Affected Community

Affected Community

Rainier Beach is a diverse neighborhood located in South Seattle, where 75% of students are on free or reduced lunch, and families are almost 120% more likely to be impoverished than in King County, WA as a whole. Single parent families are 40% more prevalent than in the rest of the city, and the average household income is less than half that of the greater Seattle area². The community is largely immigrant, with more 40 languages - 32% of residents speak a language other than English at home.³ Additionally, a study by the Brookings Institute found that 2/3 of the impoverished people in the Seattle region are living in suburbs south of Seattle,⁴

Rainier Beach is adjacent to Lake Washington, part of the Lake Washington Watershed and the Lake Washington/Cedar/Sammamish Watershed Salmon Plan, which addresses concerns regarding threatened Chinook salmon. Watershed priorities include “reducing impervious surfaces, managing stormwater flows, protecting and improving water quality, conserving water and protecting and restoring vegetation along streambanks.”⁵ This native riparian area helps to reduce the volume of stormwater, filter pollutants and nutrients and creates a wildlife corridor. In fact, the site where wetland restoration work will be taking place restores connectivity to Lake Washington. This makes it a critical element to our watershed.

Due to language barriers and subsequent lack of outreach in the community, many immigrant families are not aware of simple, basic activities in the home that can make a big environmental

² United States Census, 2010.

³ <http://www.seattle.gov/transportation/docs/SETsfinadec08.pdf>, pg 5.

⁴ Lornet Turnbull, “Poverty hits home in local suburbs like S. King County,” *Seattle Times*, May 19, 2013.

⁵ “Salmon Habitat Recovery,” King County Department of Natural Resources and Parks (2014), via <http://www.govlink.org/watersheds/8/>, retrieved February 18, 2014.

impact on our soil and water quality. What's more, residents new to Seattle often are not aware that they can reduce solid waste through Seattle's active composting program.

Additionally, studies have demonstrated that low-income children are more likely to be exposed to chemical hazards, including pesticides.⁶ This comes in many forms, from pesticides, fungicides and fertilizers used in the home and garden, and also from substandard food that is sold in low-income communities. Seattle Tilth was approached by SPU as a partner, in part because SPU had been unsuccessful in reaching out to these communities to build their awareness of environmental concerns and help them increase their own community health. And we were approached in part by Friends of RBUFW to help increase community access to healthy food that is not grown with pesticides and conventional fertilizers.

Issue one: Water Quality and Conservation

Nonpoint source pollution is the greatest source of pollution in the Puget Sound, endangering our environment and habitat for native plants, shellfish, fish and mammals. With the amount of runoff that we experience in the Northwest through our rainfall and urban impervious surfaces, we are constantly sending pollutants into our lakes, rivers and Puget Sound.

By making simple changes, individuals can make a huge impact. They can reduce toxins and embrace organic techniques, making our soil and our water safer and cleaner. Building strong, rich soil with mulches and compost not only improves the quality and diversity of our environment, but it also helps to capture runoff. Home owners can install pervious surfaces in their landscaping, install rain gardens and water collection sources, and use low-flow appliances in the home. This further benefits low-income communities by decreasing water bills.

Issue two: Soil Quality and Waste Reduction

While Seattle has reduced our solid waste by 30% in the last ten years through recycling and composting, Seattle Public Utilities estimates that we could *reduce it again by 30%* if residents better understood how to compost yard and food waste, either at home or through municipal services.⁷ According to the EPA, organic materials are the largest component of municipal solid waste.⁸ Reducing our organic wastes in the landfill and composting to improve soil: amends contaminated, compacted and marginalized soils, remediates soils contaminated by hazardous waste, removes toxins from storm runoff, reduces methane contamination in landfills, and captures almost 100% of VOC's.⁹

⁶ Sexton, Ken, et al. "Biomarker Measurements of Concurrent Exposure to Multiple Environmental Chemicals and Chemical Classes in Children," *Journal of Toxicology and Environmental Health*, March 9, 2011, pg. 927-942.

⁷ "Recycle More," King County Solid Waste Division (2013), via <http://your.kingcounty.gov/solidwaste/garbage-recycling/food-collection.asp>, retrieved February 12, 2014.

⁸ "Municipal Solid Waste Generation, Recycling and Disposal in the United States: Facts and Figures for 2010," EPA (2010), via http://www.epa.gov/wastes/nonhaz/municipal/pubs/msw_2010_rev_factsheet.pdf, retrieved February 12, 2014.

⁹ "Composting for Facilities Basics," EPA (2013), via <http://www.epa.gov/compost/basic.htm>, retrieved February 12, 2014.

Issue three: Limit Toxins

Finally, this community is at risk from pesticides, insecticides and synthetic fertilizers used in the home, the garden, and food. The Project will also teach people how they can increase the health and wellbeing of their children and families by decreasing use of these toxins and increasing organic land management practices. In addition, this project teaches people how they can grow food in a sustainable, low impact way that increases their community access to healthy, pesticide free food.

III. Organization's Historical Connection to the Affected Community

Seattle Tilth's work in Rainier Beach is deeply collaborative and inclusive, and was launched by a community initiative.

In 2010, Seattle Tilth was approached by a community group, the Friends of Rainier Beach Urban Farms and Wetlands (Friends of RBUFW), who were eager to build an urban farm on a vacant lot owned by the City of Seattle Parks Department. This location is a seven (7) acre site mixed use site, of which almost four (4) acres are wetlands and riparian areas which drain into two contiguous parcels of park-owned property, and then to Lake Washington. The remainder of the site is being used for organic food production. It is bordered on two sides by home owners.

Together with Friends of RBUFW, Seattle Tilth is working to establish this as an environmental site that educates the community on wetlands restoration, water and soil quality, and also provides local, organic food for the community. We invite and encourage community participation and Rainier Beach Urban Farm and Wetlands (RBUFW) is open to the public 5 days a week.

We have since forged partnerships with many local community groups, including Rainier Beach Moving Forward, Rainier Beach Eats!, Somali Community Services of Seattle, Eritrean Community Center and Yesler Terrace senior services. Social service agencies that support the large number of immigrants residing in this region have invited Seattle Tilth to provide environmental and job training to their community members.

Rainier Beach schools have invited Seattle Tilth to partner with them in providing programming for youth. At South Shore K-8, we help teachers with weekly environmental science classes. At Rainier Beach High School, we collaborate with a science class who visits weekly to test the water and study macroinvertebrates. The YMCA Earth Service Corp, which promotes youth leadership in schools, has invited us to partner with them on environmental science and food access work. Numerous schools and community groups have asked us to help them build organic gardens to increase healthy food access, and to work towards better organic land management.

In addition, the Rainier Beach Neighborhood Plan indicates that two community priorities are to fully support activities at RBUFW and to create opportunities for young people to find employment. We interviewed many young people from the region who said that they were looking for work, and would welcome employment opportunities in the region. Youth participants in other Seattle Tilth programs have also indicated interest in gaining environmental training at RBUFW.

This project is particularly impactful because an important component is empowering young people to lead initiatives within their own community, and partner with neighbors to change behaviors that increase the environmental health of the community. Once trained, youth can select personal projects and work with their community to address issues with sensitivity to cultural norms and language barriers.

IV. Project Description

i. Proposed Project Activities

The *Building Healthy Soil, Water and Communities through Youth Stewardship* project trains at-risk youth to be ambassadors, who will educate and empower low-income communities to increase the recycling of organic materials, decrease use of pesticides and chemical fertilizers, reduce solid waste, and improve the quality of their soil and water.

Seattle Tilth will recruit 10-15 at-risk neighborhood youth ages 16-21 per year for two years. Youth will be paid a stipend for their work and may also be eligible to receive school credit for their work. We will target youth who are underserved, homeless, in foster care or part of the juvenile justice system. All youth will receive 25 hours of training in: soil and water conservation, sorting recycling and organic materials, wetlands restoration and public outreach.

Two of the youth will be hired to be crew managers, and will be hired from Seattle Tilth's existing youth employment program which focuses exclusively on organic urban agriculture. These youth will have advanced skills, but will still be new to the environmental stewardship activities that are the focus of this Project.

Youth will work at Rainier Beach Urban Farm Wetlands in Rainier Beach, the seven acre mixed agriculture and wetlands site that is co-managed by Seattle Tilth and Friends of RBUFW.

Youth will train in the following activities:

- Reducing solid waste by composting and recycling – and understanding which materials go where in the regional waste stream
- Advanced composting techniques, including hot and cold composting
- Worm bin construction and maintenance
- Garden design and construction to limit water loss and need for fertilizers and pesticides
- Water conservation techniques, including adding organic matter, mulching, installing rain gardens and rain barrels, pervious surfaces

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- Healthy home practices, such as:
 - Organic lawn and garden management
 - Limiting use of fertilizers and chemicals
 - Washing cars at designated spots
 - Car maintenance
 - Safe disposal of chemicals and pet waste
- Low impact, manual wetlands restoration techniques and activities such as sheet mulching and native plantings
- Organic food production

After their 25 hours of training, youth become ambassadors for waste reduction, composting, water conservation and wetlands protection in activities in their region. Each youth will then be responsible for doing 20+ hours of community outreach, training and activities.

Youth outreach activities will include:

- Lead wetlands restoration work parties at Rainier Beach Urban Farm and Wetlands
- Working with schools as Green Schools Ambassadors
- Helping schools, businesses and community organization implement composting programs
- Provide outreach and interactive compost and recycling tabling at community events
- Host interactive waste sorting tables at monthly community dinners (in partnership with Seattle Tilth's Community Kitchens Northwest cooking and nutrition program)
- Personal projects that youth design in cooperation with their staff mentors.

Personal projects are an important element of the proposed Project. These are opportunities for youth to work within their community to identify environmentally impactful projects that will make a real difference for their neighborhood.

Projects can include:

- Helping community groups (schools, places of worship, community centers, etc) develop "green" business practices around sorting recycling and organic material
- Helping community groups (schools, places of worship, community centers, etc) build worm and compost bins
- Becoming a liaison to schools to help them learn about water and soil science
- Heading up community initiatives to get neighborhoods to pledge to change their use of fertilizers, pesticides, insecticides

Timeline of Program Activities and Milestones

Timeline	Activity/Milestone
May 2014	<ul style="list-style-type: none">• Recruit candidates for the youth crew• Refine Water Smart and Master Composter curricula to address youth programming

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	<ul style="list-style-type: none"> • Refine existing youth employment program staff curriculum to align with goals and activities of this environmental outreach program (existing program is entirely agriculturally based)
June 2014	<ul style="list-style-type: none"> • Hire 10-15 underserved youth, 2 of whom will be advanced managers who have graduated from existing youth employment program • Conduct intake evaluations
June – July 2014	<ul style="list-style-type: none"> • Provide hands-on training to youth in wetlands restoration including: weed management and suppression, replanting with natives, monitoring plant survival rates, water analysis • Provide training in hands-on organic food production
July – Sept 2014	<ul style="list-style-type: none"> • Youth lead twice weekly work parties in wetlands restoration activities and organic food production • Youth manage two organic food production farm stands, increasing community access to safe and healthy local food
Oct – Nov 2014	<ul style="list-style-type: none"> • Youth receive 25 hours (total of 500 hours) of intensive training in soil building and water conservation • Evaluator designs survey tools and reporting mechanism • Evaluator trains youth in how to collect and report data
Nov 2014 – May 2015	<ul style="list-style-type: none"> • Youth engage in 300 hours of community outreach through community events, dinners, school based activities and personal projects
April – June 2015	<ul style="list-style-type: none"> • Youth conduct evaluation surveys of contacts they've collected during outreach and aggregate data • Conduct exit evaluations • Use data to determine program changes going into year 2
May 2015	<ul style="list-style-type: none"> • Hire 2 youth to stay on as team managers during second year • Recruit new team of 10-15 underserved youth
June 2015	<ul style="list-style-type: none"> • Hire team of 10-15 youth
July 2015 – May 2016	<ul style="list-style-type: none"> • Repeat activities of the previous year for new youth crew including: hands-on training, managing volunteer work crews, learning intensive environmental principles, conducting outreach, doing surveys and collecting data and exit evaluations. • Seek additional funding sources to continue supporting program • Evaluate program successes and opportunities for improvement

Collaborative Problem Solving Model

This project is deeply rooted in collaborative community problem-solving. In the 2012 Rainier Beach Neighborhood Plan, RBUFW is listed as one of the top community priorities to create a local source for community, “economic development, and training for area residents and

youth.¹⁰ Friends of RBUFW, a community group, conceived the idea of this site and approached Seattle Tilth to co-manage the site and enrich the community. Through a lengthy community design review process, the goals for the site were established: to grow healthy organic food with limited environmental impact, to create community space, and to provide a natural hub for environmental study, advancement and nurturing.

This is not the first time that the community has taken an interest in the water and soil quality and wetlands of the region. Several years earlier, a local foundation led an effort to restore the wetlands of neighboring Pritchard Island Beach, and the process fell apart due in part to lack of connectivity between partners and the community. We heard the community when they spoke to us about this concern and we've stayed extremely connected and responsive to community need. This includes participating in the community design review process and working in partnership with Friends of RBUFW to engage neighbors and community organizations.

Since we've started working in this site, community alliances have grown. Horn of Africa Services asked us to train immigrant elders in sustainable food production, learning to use compost and eliminate fertilizers. Neighboring schools have asked to use RBUFW to study water quality and wetlands. Each of these community partners is working with us to help restore and activate the site.

The Rainier Beach Neighborhood Plan also identified as priorities the need to increase healthy food in the community and to provide economic opportunities for youth. At-risk youth we have surveyed show strong interest in joining an environmental training and ambassador program. Through this work, they will become strong environmental leaders who build a healthier community for their families and neighbors. Their connection to community, ability to cross language barriers, and enthusiasm for their work will help increase the community capacity to address local and environmental public health issues. This project accomplishes all the community's desired goals.

Evaluation

Evaluation will be based in three realms: 1.) Program success for youth training and development; 2.) Change in community knowledge and understanding and behavior changes; 3.) Wetlands restoration activities.

1. Youth Training and Development:

The youth employment Program structure will be modeled on Seattle Tilth's youth employment agriculture program for at-risk youth, which we have honed for the last four years. The Project will rely on existing curriculum and evaluation tools that measure how well we are helping disadvantaged youth ages 16-21 1.) find and maintain living wage work; 2.) choose healthy lives; 3.) become more engaged with their environment and empowered to be community ambassadors.

¹⁰ "Rainier Beach Neighborhood Plan," Seattle Department of Neighborhoods, (2012), via <http://www.seattle.gov/neighborhoods/npj/plans/RBCH/>, retrieved 2/13/2014.

When youth enter the program, we will survey them on their current education, work and living environment and understanding of basic environmental principles. They will be asked to reflect upon their personal attitudes towards work, life preparedness, community and personal health, as well as comfort working with the community, educating others, and knowledge of environmental principles around water and soil use, pesticides and fertilizers, etc. At the end of their experience, they take the same survey in order to analyze their growth.

Throughout the year, youth are evaluated through “Straight Talk,” a weekly opportunity for youth to practice giving and receiving productive feedback. Youth are measured on their growth in providing and listening to their peers and supervisors. We also evaluate through focus groups, one-on-one sessions with staff and tracking sheets that monitor job skill development. Participant feedback helps us modify and improve our curriculum and make sure that youth are receiving the services that they need.

Finally, we will evaluate based on quantitative data, including:

- Hours of training each youth received,
- Hours of outreach they provided to the community
- Number of contacts they made with community members
- Number of people who left with increased knowledge – whether through a conversation, pamphlets and information, or composting or water kits

2. Community Knowledge and Behavior Change:

We are interested in looking at the number of people who have made small and large changes in their behavior after interacting with youth. Behavior changes could include:

- Composting at home
- Increasing waste sorting to direct waste away from landfill
- Converting to organic landscape management
- Reduce use of conventional fertilizers, pesticides and insecticides
- Increase organic food consumption, either through at-home gardens or accessing through local channels (including RBUFW)
- Adopt water conservation measures at home
 - Install low-flow appliances
 - Wash cars at carwash
 - Maintain car to reduce oil leaks
 - Pick up pet waste
 - Install pervious surfaces in garden landscaping
 - Retain water in rain barrels or rain gardens
 - Eliminate any toxins poured into sewer drains

We have budgeted to hire an evaluator who has done successful work with Seattle Tilth in the past. The evaluator will be designing a series of mini-surveys that analyze changed behaviors in participants. Part of youth outreach efforts will include collecting names and contact info for as

many people as possible, *and* doing follow-up interviews with willing community members. This will increase our measurement and sample pool, and also build another skill for youth.

3. Wetland Restoration Activities

And lastly, we will be able to analyze the success of our wetlands restoration activities based on a series of quantitative measurements. We will look at:

- Percentage of invasive cover
- Plant mortality
- Square feet currently in restoration
- Numbers of volunteers who have participated in wetlands restoration activities
- Water and soil sample quality
- Water flow, which will indicate the connectivity of the wetlands to Lake Washington

ii. Partnership Activities

We will work together with our MOA partners and additional community partners to address water conservation and waste and toxin reduction, while building job skills and confidence for young people who can make a real difference in their community.

1. *Friends of RBUFW* is a group of interested community members who are dedicated to engaging community around activities at RBUFW. From the beginning, Friends of RBUFW has done outreach to community groups, neighbors and partners, connecting them to our environmental and organic gardening programs. In this Project, Friends of RBUFW will continue to ensure that the Project maintains community goals and needs and includes community members' input.
2. *Seattle Public Utilities (SPU)* is a public utility that manages solid waste disposal, recycling and compost services in the City of Seattle. For the last 20 years, Seattle Tilth has partnered with SPU to bring organic alternatives to residents to help reduce in our landfills and improve the quality of our soil and water. SPU has identified Rainier Beach as an area in need of increased outreach regarding water and soil conservation and waste reduction, and they identified Seattle Tilth as a trusted partner to work with the Rainier Beach community.
3. *King Conservation District (KCD)* is a state of Washington agency KCD promotes sustainable uses of natural resources through responsible stewardship. KCD provides programs and services to landowners and residents to create awareness and action around environmental issues such as healthy water and soil. Funding for KCD comes from a local special assessments and state grants. It is governed by a board of supervisors, of which three are elected and two are appointed by the Washington State Conservation Commission.

KCD has identified the need to increase environmental protection in urban spaces, especially those that affect low-income, diverse communities. These spaces are often overlooked in communities that lack money or political pull. Indeed, before Seattle Tilth and

the Friends of RBUFW took over management, this space was a vacant seven (7) acre lot in the middle of the community, abandoned by the City of Seattle and overgrown and unused.

For this Project, Seattle Tilth will base much of our training on the curriculum we designed in partnership with SPU and KCD:

a.) Together with SPU, we designed and continue to refine the curriculum for The Master Composter Soil Builder program, which was the first recorded Master Composter program in the 1980's, since replicated in hundreds of communities nationwide

b.) We worked with KCD to design Water Smart, which was developed to educate landowners and community members about watershed restoration and water and soil quality. Each of these programs focuses on reducing toxins such as insecticides and pesticides, conventional fertilizers, and being aware of home activities that impact the watershed.

Seattle Tilth has longstanding partnerships with all three organizations, and our staff has regular check-ins with their representatives. We anticipate that these existing relationships will make it easy to continue working together successfully.

V. Organizational Capacity and Programmatic Capability

Organizational Capacity

Seattle Tilth has sufficient organizational capacity and programmatic capacity to manage and account for Federal funds received from the EPA. Our financial management consists of decisive financial governance, appropriate financial controls, transparency of financial data and performance, regular audits, and clear policies regarding potential conflicts of interest and other ethical issues.

Accounting software is used to record all financial transactions in accordance with GAAP. Financial statements, including a balance sheet, income statement, and performance ratios, are reviewed in detail by the finance committee and again by the full board of directors monthly. Independent auditors are hired by the board to conduct an annual audit. Internal controls are reviewed by the auditors. Board members sign a conflict of interest statement annually.

Seattle Tilth has a track record of effectiveness in managing and completing the projects that we undertake. We will use accounting and project management best practices to keep track of funds, and require back-up documentation for any expenditure of funds. We developed concrete objectives and goals, a clear timeline, and measurable milestones so that we know we are on track to meet those objectives.

- Seattle Tilth has successfully completed and provided accurate and timely reports for a 2012 Environmental Justice EPA Grant. Our Project Officer was Rochelle Labiosa, and our assistance agreement number was 00J57301

- We have successfully completed and provided accurate and timely reports for the USDA Risk Management Grant. Our Project Officer was Sundii Johnson Phillips and our assistance agreement number was 12-IE-53102-062 / 4500033099
- Seattle Tilth is also in the third year of a 3-year USDA grant under the Beginning Farmer and Rancher Development Program (BFRDP), and we have turned in accurate and timely reports annually. Our Project Officer is Sivapathasun Sureshwaran and our assistance agreement number is 2011-49400-30615

All proposed expenditures to be made under these grants are reviewed by the Project Manager before funds are released to ensure that they are appropriate and accounted for in the grant's budget and all spending is carefully monitored. The budget is reviewed monthly and quarterly by the project manager, accounting staff, the finance committee, and the full board of directors.

Programmatic Capacity

Seattle Tilth has significant experience in train-the-trainer environmental programs, community outreach, wetlands restoration, and youth employment programs:

1. Seattle Tilth teaches an intensive Master Composter Soil Builder program, as well as a Master Recycler Composter program. Both of these prepare people to be advocates for solid waste reduction in the community and to conduct projects that reduce waste.
2. Seattle Tilth provides outreach and education through our Water Smart program, which connects people with resources for water conservation.
3. We are in the second year of a multi-year wetlands restoration project. We host regular work parties for wetlands restoration and work with local conservation groups.
4. We have been working with school and community groups in Rainier Beach for four years, teaching healthy water and soil quality, as well as organic food production.
5. For the last four years we have run a youth employment program that focuses on organic agricultural production. We will use the lessons learned from this program to build a successful Project.

VI. Qualifications of the Project Manager (PM)

Project Manager (PM) Andrea Dwyer has 30 years of experience supervising successfully project, including those with federal funding. Ms. Dwyer was the PM for Seattle Tilth's EPA grant and USDA BFRDP grant, both of which have completed timely, accurate progress reports. Ms. Dwyer is Executive Director of Seattle Tilth and has been managing our environmental and sustainable food programs for the last five years. She holds a B.A. from Wright State University.

Ms. Dwyer worked side-by-side with Friends of RBUFW during the community design review process of RBUFW, collaborating with neighbors and community members to make sure that the site reflects the community's vision for a sustainable neighborhood hub. In fact, Ms. Dwyer was largely responsible for convincing the city to use the property for this purpose that the community designated. She meets regularly with their leadership to strategically plan for the future of RBUFW.

In addition, Ms. Dwyer is working with a coalition of partners to create a Food Innovation Zone in Rainier Beach, which addresses issues of food equity and building healthy communities. She is tasked with managing on-the-ground staff who network with neighbors and groups.

VII. Past Performance in Reporting on Outputs and Outcomes

Seattle Tilth has an established history of success in managing and fulfilling federal grants, including successfully completed EPA Urban Waters grant and USDA Risk Management Education grants, as well as a USDA grant that is in the final year of a three-year grant.

Seattle Tilth keeps two hard copies and two electronic copies of all federal grant agreements, further backed up with accounting software. We use accounting and project management best practices to keep track of funds, and each grant is assigned a job code in our accounting software.

Each Project Manager is responsible for managing the budget for the proposed project and monitoring expenditures. All proposed expenditures to be made under these grants are reviewed by the Project Manager before funds are released to ensure that they are appropriate and accounted for in the grant's budget and all spending is carefully monitored.

All expenditures require two signatures and expenses over \$300 require a signature from the Executive Director. The budget is reviewed monthly and quarterly by the Project Manager, accounting staff, the finance committee, and the full board of directors.

On receipt of a grant, the Project Managers will create a spreadsheet of project deliverables with milestones and anticipated outputs and outcomes. Quarterly, the Project Manager will review progress towards these objectives with program staff and with the Executive Directors and reprioritize activities if needed to achieve stated goals.

1. *EPA Urban Waters*

Grant Number: 00J57301
Project Title: *Youth Soil and Wetland Restoration Project*
Amount of Funding: \$25,000
Funding agency: EPA
Point of Contact: Rochelle Labiosa

Seattle Tilth was awarded a \$25,000 EPA Urban Waters grant in 2012 to fund an underserved teen employment program focused on wetlands restoration work. Seattle

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Tilth successfully completed the program in 2013, and has submitted accurate and thorough reports of our work to the goals of that grant.

2. *USDA BFRDP (Beginning Farmer Rancher Development Program)*

Grant Number: 2011-49400-30615
Project Title: *Supporting Refugees and Immigrants to Farm Successfully in the Puget Sound*
Amount of Funding: **\$ 483,160**
Funding agency: National Institute of Food and Agriculture/USDA
Point of Contact: Sivapathasun Sureshwaran

Seattle Tilth was awarded a grant of \$484,000 through the USDA's BFRDP from 2011-2014, launching our very successful beginning farmer organic farm incubator. This year, we will successfully complete that agreement, and have been providing regular, on-time reporting of our progress towards the expected outputs and agreements. In 2014, we will surpass our goal of training 36 beginning farmers and ranchers, having trained 41 beginning, immigrant, and low-income farmers. We have submitted our annual reports upon completing each year of the grant, and communicated regularly with our contacts at the USDA, letting them know about staffing and program changes. We are on track to submit a completed final report on time in 2014 with accurate reporting on our activities and outcomes.

3. *RME (USDA with Western Center for Risk Management Education)*

Grant Number: 12-IE-53102-062 / 4500033099
Project Title: *Seattle Tilth Farm Works: Teaching Risk Management through Good Farming Practices to New, Beginning and Limited Resource Small Acreage Producers of Specialty Crops*
Amount of Funding: \$98,089
Funding agency: USDA Risk Management Agency
Point of Contact: Sundii Johnson Phillips

Seattle Tilth has successfully completed the Risk Management Education grant through the USDA, and administered by the Western Center for Risk Management Education. This funding provided resources for Seattle Tilth to teach risk management methods to beginning, immigrant and low-income farmers in our farm incubator program. We successfully completed and managed the agreement, and provided thorough and timely reports on our progress during the 12 month grant period. We are currently seeking renewed RME funding for 2014.

VIII. Expenditure of Awarded Grant Funds

Project Managers, their supervisors and ultimately the Executive Director, are responsible for managing all grant funds and project deliverables. Upon award, the Finance Director,

Executive Director and Project Manager meet to establish accounting job codes for the grant and create a monthly and quarterly plan for expenditures.

Every expenditure requires two signatures by organizational directors, and expenses over \$300 require a signature from the Executive Director. In addition to following the program budget submitted to the federal agency, Program Managers are required to submit smaller budgets to their supervisor. For example, if a workshop was a project deliverable, the program staff would be required to submit a small budget to the Program Manager to sign off on materials and supplies. All expenses are attributed to the job code for the project, so that all expenses are correctly accounted for.

Every month, Program Managers review their grant budgets with their supervisors and/or the Finance Director. All financial records are reviewed monthly and quarterly by the Project Manager, accounting staff, the finance committee, and the full board of directors.

IX. Quality Assurance Project Plan

Seattle Tilth will be collecting groundwater, surface water, soil and sediment samples for the youth crew to use to analyze the health of water and soil. If awarded for funding, Seattle Tilth will submit any necessary QAPP documentation prior to the initiation of project activities.